

**SUGGESTED  
WORKSHEET/GUIDELINE  
FOR REVIEWING RULE 10  
IN  
ACCREDITED NONPUBLIC SCHOOLS  
SECONDARY**

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## RULE 10 WORKSHEET FOR ACCREDITED SECONDARY NONPUBLIC SCHOOLS

*This worksheet provides a self-check for reviewing Rule 10 (dated June 24, 2007). Please read each regulation in full to determine precise requirements for your school.*

- \_\_\_ 003.01 Certificated teachers
- \_\_\_ 003.05 Graduation requirements
- \_\_\_ 003.06 School year (1080 hours) (grades 7-8 may be 1032 hours)
- \_\_\_ 004.01A School purposes or standards on file  
\_\_\_ copy provided each staff member
- \_\_\_ 004.01B Standards for reading, writing, mathematics, science, and social studies/history
- \_\_\_ 004.01D Curriculum guides/frameworks/standards \_\_\_ descriptions of library and guidance programs

### MIDDLE GRADES: IF APPLICABLE

- \_\_\_ 004.01E Writing incorporated in middle grades curricular areas
- \_\_\_ 004.01F Educational/computer technology in instructional program
- \_\_\_ 004.03A Middle grades program; \_\_\_ reading, \_\_\_ language arts, \_\_\_ math, \_\_\_ social studies, \_\_\_ science, \_\_\_ health, \_\_\_ art, \_\_\_ music, \_\_\_ P.E.
- \_\_\_ 004.03B Career education
- \_\_\_ 004.03C Interscholastic athletic limitations
- \_\_\_ 007.02A Middle grades teachers endorsed (90% FTE)
- \_\_\_ 0008.02C Middle grades principal; (10+ teachers half-time \_\_\_ 20+ teachers full-time)
- \_\_\_ 008.03A Middle grades principal endorsement requirements
- \_\_\_ 008.03B Middle grades principal; \_\_\_ 10+ teachers half-time; \_\_\_ 20+ full-time

- \_\_\_ 004.01E Writing experiences incorporated in all curricular areas
- \_\_\_ 004.01F Educational computer technology in instructional program
- \_\_\_ 004.04A High school program provides 400 instructional units
- \_\_\_ 004.04B1 Language arts — 60 instructional units
- \_\_\_ 004.04B2 Social science — 40 instructional units
- \_\_\_ 004.04B3 Mathematics — 40 instructional units
- \_\_\_ 004.04B4 Science — 40 instructional units
- \_\_\_ 004.04B5 Foreign Language — 20 instructional units (or 2 years of daily classes in same language)
- \_\_\_ 004.04B6 Career and Technical Education — 80 instructional units (or 40 unit option)

- \_\_\_ 004.04B7 Health and P.E. — 20 instructional units (or 2 years of daily classes)
- \_\_\_ 004.04B8 Visual and performing arts: \_\_\_ 40 instructional units;  
\_\_\_ instrumental music, \_\_\_ vocal music, \_\_\_ art
- \_\_\_ 005.01B Assessment of student performance (reading, speaking, listening)
- \_\_\_ 005.01C Norm-referenced assessment conducted
- \_\_\_ 005.01D Local assessment plan
- \_\_\_ 005.02 Report of student performance
- \_\_\_ 005.05 Student assistance process
- \_\_\_ 006.01A Library media available during entire school day; \_\_\_ resources classified; encyclopedias copyrighted within last five years
- \_\_\_ 006.01B New library resources \_\_\_ 150 per school (print or electronic)
- \_\_\_ 006.01C Periodicals: \_\_\_ 10 middle; \_\_\_ 25 secondary (print or electronic)
- \_\_\_ 007.03A Secondary teachers appropriately endorsed (80% for all classes)
- \_\_\_ 007.04A ½ FTE media specialist endorsed or acquiring 6 hours per year
- \_\_\_ 007.04A1 Building library media specialist staff
- \_\_\_ 007.05A Guidance counselor or clergy (system); endorsed or acquiring 6 hours per year
- \_\_\_ 007.05B Guidance counselor or clergy (level)
- \_\_\_ 007.07A Staff development (at least 10 hours each year)
- \_\_\_ 008.04A Secondary principal (10+ teachers half-time principal; \_\_\_ 20+ teachers full-time principal)
- \_\_\_ 008.05A Head administrator has superintendent's endorsement
- \_\_\_ 008.05B Other administrators hold appropriate endorsements
- \_\_\_ 008.05C Certificates on file in administrative office
- \_\_\_ 009.01A School improvement process: \_\_\_ Includes each five years:  
\_\_\_ mission, \_\_\_ data collection including student performance, demographics, learning climate, former high school students, improvement goals, \_\_\_ action plan \_\_\_ evaluation
- \_\_\_ 009.01B External team visit (in last 5 years)
- \_\_\_ 010.01A Written report of student performance, demographics, improvement goals
- \_\_\_ 010.01B Policy on performance reporting
- \_\_\_ 011.01A Safe, healthful, and sanitary conditions in each bldg.
- \_\_\_ 011.01B Safety and security plan
- \_\_\_ 011.01C Safety and security committee
- \_\_\_ 011.01D Safety and security visit
- \_\_\_ 012.01A Written board policies on file in each building
- \_\_\_ 012.01B Policy on instructional hours (1080) (grades 7-8 may be 1032)
- \_\_\_ 012.01C Ratio (pupil/certificated staff) 25 to 1

